

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Class Title: Budget Specialist/Administrative Assist.

Revision Date: 03/06

EEO Function: Police

EEO Code: Admin. Sup.

Status: Non-Exempt

Control No: 30418

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general direction of the Chief of Police and Assistant Chief of Police, performs various projects as assigned.

III. Essential Duties

Budget Coordination

- Track budget and advise executive staff on current issues
- Prepare budget presentations for the Chief of Police

Policy Development

- Act as custodian of the department's policy and procedures manual for the purpose of amending, canceling, rescinding, or updating department directives
- Coordinate, write and prepare Department Policy

Administrative Services

- Coordinate and schedule equipment, evidence and financial audits
- Locate and Write Grants
- Communicate verbally and in writing to administration, the public, other agencies and employees
- Accounts for petty cash
- Administrative duties as assigned by the Chief of Police

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Education: Two years of college education in public administration, business management, police science or related field. College may be waived if other qualifications dictate. However, subsequent college would be required.

Experience: Two years criminal justice experience.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Public relations, inter-agency cooperation, computer software including word processing and spreadsheets, police policy and procedures.

Communication Skills: Ability to professionally obtain information from department members; good interpersonal skills based on law enforcement practices and procedures; communicate effectively verbally and in writing.

Tool, Machine, Equipment Operation: Regular use of personal computer, printer, copier and telephone system. Occasional use of typewriter.

Analytical Ability: Prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees, Department Heads, and the public; relate well with a variety of persona under varying circumstances; capable of reporting to multiple supervisors on multiple assignments; ability to analyze a situation and make sound recommendation and presentations.

VI. Working Conditions:

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; moderate physical exertion is present because of frequent stooping and kneeling required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____
DATE: _____

PERSONNEL DEPT. APPROVED BY: _____
DATE: _____